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NASA Procedural Requirements

NPR 3510.5B

Effective Date: May 07, 1999

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07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Position Classification

Responsible Office: Office of Human Capital Management

[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

Chapter 1. Responsibility

1.1 Administrator

The Administrator retains the authority to classify positions above grade General Schedule (GS) 15.

1.2 Center Directors

Each Center Director is responsible for developing and implementing a vigorous position classification program, consistent with applicable law and regulations and conditions or limitations imposed by the Administrator or designee.

1.3 Director, Personnel Division

The Director, Personnel Division, Office of Human Resources, NASA Headquarters, is delegated the following authority:

- 1.3.1. Monitor actions taken as a result of OPM decisions. Review proposals, comments, and recommendations submitted in connection with NASA or OPM-generated actions.
- 1.3.2. Review personnel management information system materials and organization structure.
- 1.3.3. Review and/or reclassify Federal Wage System (FWS) and GS positions at grades 15 and below. This authority may be redelegated.
- 1.3.4. Review and determine the final Agency decision on classification and job-grading appeals submitted by employees in the above positions.
- 1.3.5. Conduct occupational studies and define the basic code structure of NASA occupational specializations (NASA Supplemental Classification System (NSCS)).
- 1.3.6. Review the classification program of each Center, conduct onsite program reviews and evaluations, and recommend or direct changes as appropriate after consultation with the appropriate Associate Administrator.
- 1.3.7. Recommend to the Administrator, after consultation with the appropriate Associate Administrator, revocation or restoration of all or part of the delegation of authority to a Center, should this action be deemed necessary.
- 1.3.8. Recommend classification of positions above grade GS-15 to the Administrator or designee.
- 1.3.9. Classify Center Personnel Director positions at grade GS-15 or below.
- 1.3.10. Review and approve Center requests to delegate classification authority to other than qualified personnel specialists.

1.4 Assistant Administrator for Human Resources

The Associate Administrator for Human Resources and Education is delegated the authority to make decisions on

job grading appeals from FWS employees when no decision has been made within 60 days after the employee's application is filed, if so requested by the employee.

1.5 Supervisors

Supervisors have a continuing responsibility for the following:

1.5.1. Determining the need for positions.

1.5.2. Deciding what the duty and responsibility content of each position will be and ensuring that position descriptions are prepared when required and maintained in a current and accurate state.

1.5.3. Adding, removing, or changing assignments at any time and ensuring that corrective action is initiated promptly when warranted.

1.5.4. Informing employees concerning their assigned duties and responsibilities and ensuring that employees have access to their position descriptions.

1.6 Center Personnel Directors

Center Personnel Directors must ensure the provision of staff support, guidance for management, and a capability for the classification and evaluation of positions. The following operations are necessary:

1.6.1. Periodic position classification surveys of all positions (at least once every 3 years).

1.6.2. An internal system for adjudication of position classification appeals.

| [TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [ALL](#) |

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